

**IDAHO BOARD OF EXAMINERS OF RESIDENTIAL CARE FACILITY
ADMINISTRATORS**

Bureau of Occupational Licenses
700 West State Street, P.O. Box 83720
Boise, ID 83720-0063

Board Meeting Minutes of 10/11/2012

BOARD MEMBERS PRESENT: Dale Eaton - Chair
Vicky Goettsche
Linda L. Simon
Heidi Brough Nye

BOARD MEMBERS ABSENT: Shirly Meyer

BUREAU STAFF: Tana Cory, Bureau Chief
Dawn Hall, Administrative Support Manager
Lori Peel, Investigative Unit Manager
Jake Naylor, Board Prosecutor
Maurie Ellsworth, Legal Counsel
Marilyn London, Technical Records Specialist

OTHERS PRESENT: Jamie Simpson, Facility Standards
Kris Ellis, Idaho Health Care Association

The meeting was called to order at 9:10 AM MDT by Dale Eaton.

APPROVAL OF MINUTES

Ms. Brough Nye made a motion to approve the minutes of July 11, 2012 and September 5, 2012. It was seconded by Ms. Simon. Motion carried.

LEGISLATIVE REPORT

Ms. Cory reported that the Bureau has signed a contract with a vendor for a new licensing system in conjunction with four other state agencies.

FINANCIAL REPORT

Ms. Cory gave the financial report, which indicated that the Board had a negative balance of \$13,780.46 as of September 30, 2012.

RENEWAL CONTRACT

Ms. Cory presented the 2013 Fiscal Year Renewal Contract. It was moved by Ms. Simon that the Board approve the 2013 Fiscal Year Renewal Contract and authorize the Chair to sign. It was seconded by Ms. Brough Nye. Motion carried.

RECOMMENDED ACTION ON DISCIPLINARY COMPLAINTS

Mr. Naylor presented a memo on disciplinary cases for RCA-2013-5 and RCA-2013-6. After discussion, the Board presented its recommendations for appropriate discipline.

STIPULATION AND CONSENT ORDERS

Mr. Naylor presented a Stipulation and Consent Order for case RCA-2012-14. It was moved by Ms. Goettsche that the Board approve the Stipulation and Consent Order for case RCA-2012-14 and authorize the Chair to sign on behalf of the Board. It was seconded by Ms. Simon. Motion carried.

Mr. Naylor presented a Stipulation and Consent Order for case RCA-2012-20. Mr. Eaton recused himself from this case. It was moved by Ms. Simon to approve the Stipulation and Consent Order for case RCA-2012-20 and authorize the Vice-Chair to sign on behalf of the Board. It was seconded by Ms. Goettsche. Motion carried.

INVESTIGATIVE REPORT

Ms. Peel gave the investigative report, which is linked above.

FOR BOARD DETERMINATION

Ms. Goettsche made a motion to approve the Bureau's recommendation and authorize closure in case I-RCA-2012-3. It was seconded by Ms. Brough Nye. Motion carried.

CONTINUING EDUCATION SETTLEMENT ORDERS

Ms. Peel presented a Stipulation and Consent Order for case RCA-2013-2. Ms. Brough Nye made a motion to approve the Consent Order and allow the Board Chair to sign on behalf of the Board. It was seconded by Ms. Simon. Motion carried.

Ms. Peel presented a Stipulation and Consent Order for case RCA-2013-3. Ms. Goettsche made a motion to approve the Consent Order and allow the Board Chair to sign on behalf of the Board. It was seconded by Ms. Simon. Motion carried.

Ms. Peel presented a Stipulation and Consent Order for case RCA-2013-4. Ms. Brough Nye made a motion to approve the Consent Order and allow the Board Chair to sign on behalf of the Board. It was seconded by Ms. Simon. Motion carried.

DISCIPLINARY

The Board reviewed a letter for case RCA-2012-7 requesting the Board rescind the fine. It was moved by Ms. Brough Nye that the Board extend the due date for payment of the fine for two years for case RCA-2012-7. It was seconded by Ms. Goettsche. Motion carried.

NEW BUSINESS

The Board discussed continuing education training that gives credit for trade shows. Ms. Brough Nye moved that the Board no longer approve continuing education credit for trade show attendance in accordance with Rule 401.02 that states that the training must be relevant to residential care facility administration. It was seconded by Ms. Goettsche. Motion carried.

MASTERS DEGREE APPLICANTS

The Board discussed applicants who hold masters degrees and that the rules and application does not clarify requirements for this education level. The Board directed the Bureau to update the application to read, "bachelor 's degree or higher education level." Master's degree applicants must complete the 200 hours of work in a residential care facility.

CONTINUING EDUCATION COURSES

The Board reviewed a request from Tony Bell for approval of a continuing education course titled, "The 10th Annual Mental Health Symposium". It was moved by Ms. Brough Nye that the Board deny the approval in accordance with Rule 401.02 that states training must be relevant to residential care facility administration. It was seconded by Ms. Simon. Motion carried.

The Board reviewed a request from Barbara McCrary for approval of continuing education. It was moved by Ms. Brough Nye that a letter be sent requesting that Ms. McCrary complete the continuing education approval form and provide additional information for Board review. It was seconded by Ms. Simon. Motion carried.

NEXT BOARD MEETING

The next Board meeting is scheduled for January 24, 2013 at 9:00 AM MST.

EXECUTIVE SESSION

Ms. Simon made a motion that the Board go into executive session under Idaho Code § 67-2345(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials. It was seconded by Ms. Goettsche. The vote was: Ms. Simon, aye; Ms. Goettsche, aye; Ms. Brough Nye, aye; and Mr. Easton, aye. Motion carried.

Ms. Simon made a motion to come out of executive session. It was seconded by Ms. Brough Nye. The vote was: Ms. Simon, aye; Ms. Goettsche, aye; Ms. Brough Nye, aye; and Mr. Eaton, aye. Motion carried.

APPLICATIONS

Ms. Simon made a motion to approve the following applications:

Troy Bell
Wayne Marchwick – pending passing open book exam
Timothy Pape
Michael McCoy
Nancy Moore

It was seconded by Ms. Brough Nye. Motion carried.

Ms. Brough Nye moved to grant an extension to take the examination for applicants Leslie Wolf, Katie Welsh, and Adriana Datcu. It was seconded by Ms. Simon. Motion carried.

It was moved by Ms. Brough Nye to send a letter to the Idaho Health Care Association advising that the Board will no longer approve continuing education credit for trade shows, membership meetings, awards luncheons, and board meetings as referenced in Rule 401.02 that states trainings must be relevant to residential care facility administration. It was seconded by Ms. Simon. Motion carried.

ADJOURNMENT

Ms. Simon made a motion to adjourn the meeting at 12:12 PM MDT. It was seconded by Ms. Brough Nye. Motion carried.

Dale Eaton, Chair

Vicky Goettsche

Linda L. Simon

Heidi Brough Nye

Shirley Meyer

Tana Cory, Bureau Chief